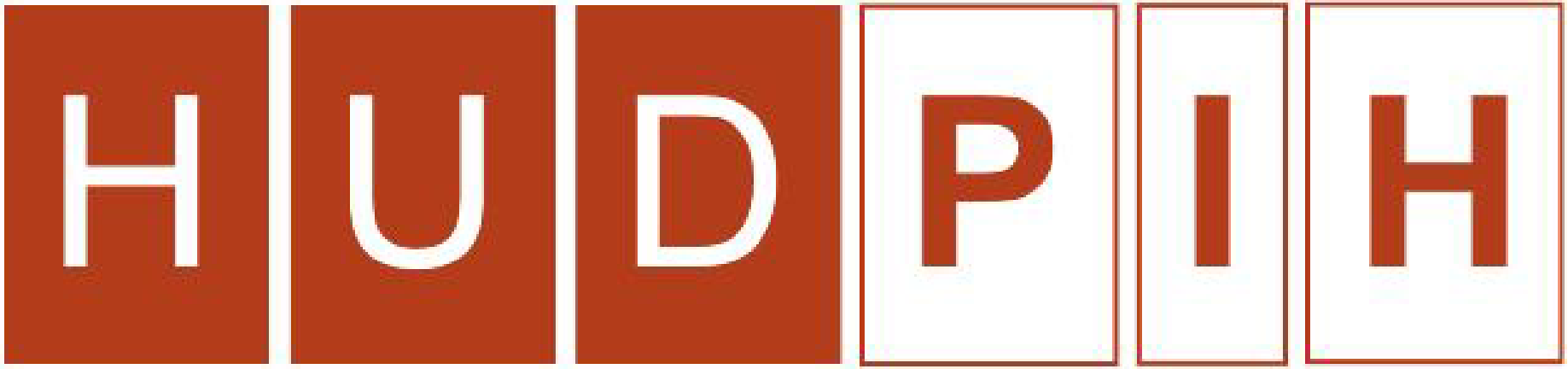
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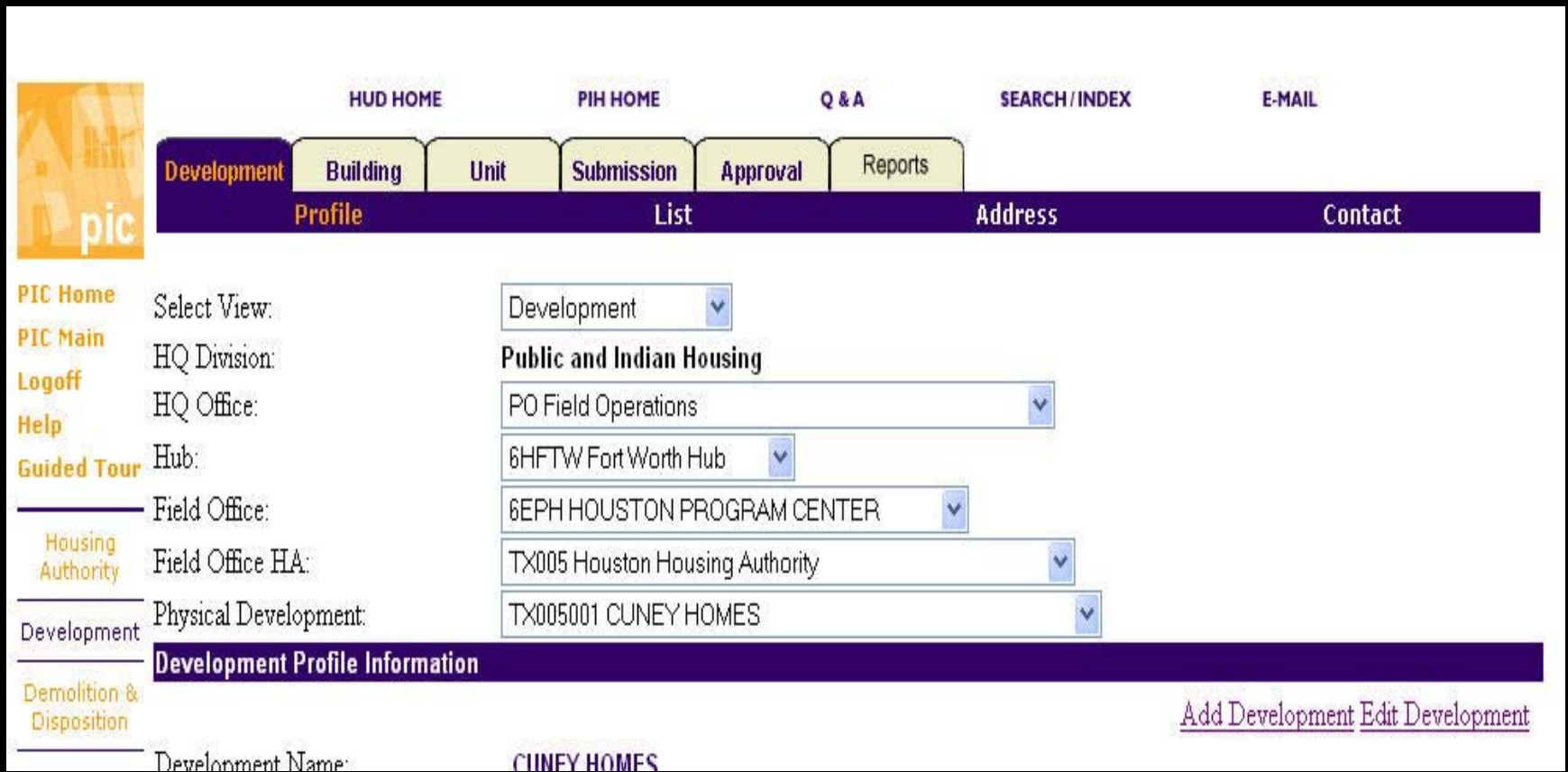
Creating The Building And Unit Inventory



Choosing A Building Type In PIC Development

- The key to choosing which type of building you have in PIC is to answer the following questions:
- Does the building have more than one unit
  - Yes: Go to question 2
  - No: Go to Example A" (Single Family)
- Does the physical address use an apartment or unit number
  - Yes: Go to question 3
  - No: Go to question 5
- Does the building have one outside front entrance to the units
  - Yes: Go to question 4
  - No: Go to question 6

Remember:
"Physical address" is the address you give to 911
"Mailing address" is the address for things sent to you

Choosing A Building Type In PIC Development (cont)

- Does the building use an elevator for tenants?
  - Yes: Go to Example “E” (Elevator Structure)
  - No: Go to Example “D” (Multi-family/Walkup)
- Does the building have more than two units?
  - Yes: Go to Example “C” (Row/Townhouse)
  - No: Go to Example “B” (Semi-Detached)
- Does the building have more than two units?
  - Yes: Go to Example “G” (Row/Townhouse with unit numbers)
  - No: Go to Example “F” (Semi-Detached with unit numbers)

Example A - SF Detached

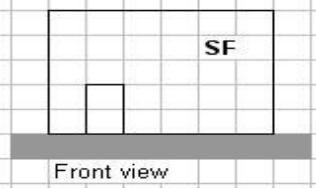
Defining Structure Types

for PIC - Building and Unit Data

Single Family/Detached (SF)

A structure that consists of a single living unit and is surrounded by permanent open spaces.

One configuration



Front view

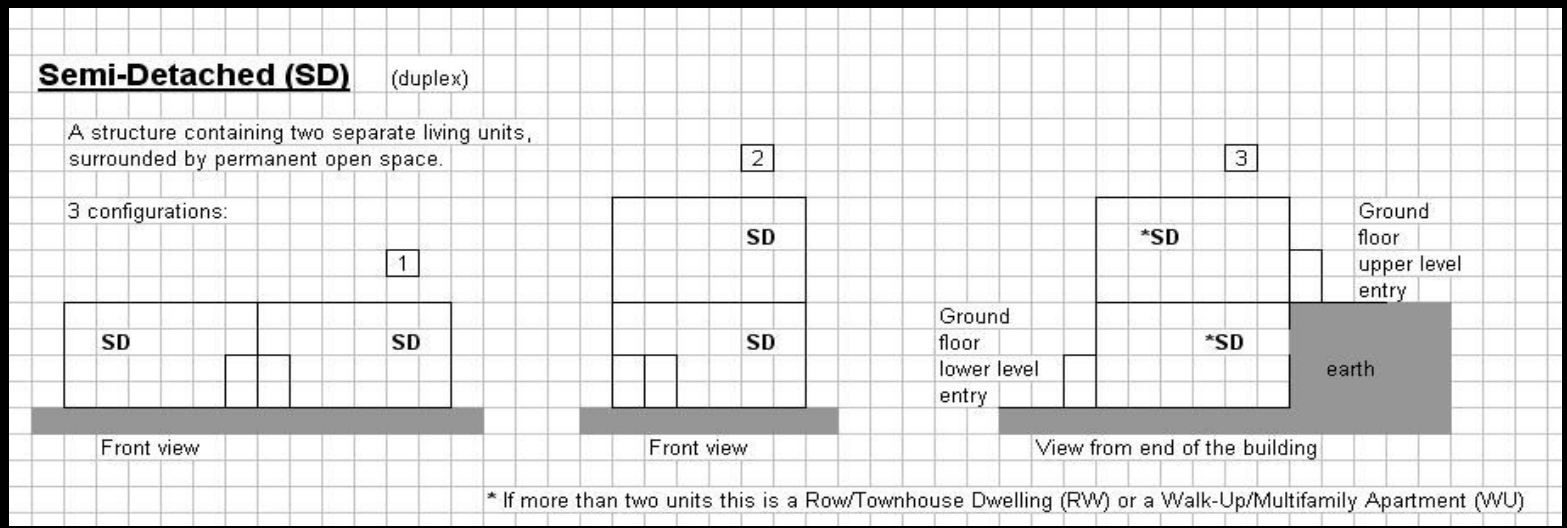
One building
One entrance
One address

Example A (SF - Single Family Home)

# of bldgs	# entrances	Units/entrance	Use door no in unit table?	Example of an address
1	1	1	N	202 Fir St

A single family structure will have one building with one entrance in the building table and one unit in the unit table. Leave door number blank in the unit table (it will be ignored in addresses).

Example B - Semi-detached (SD)

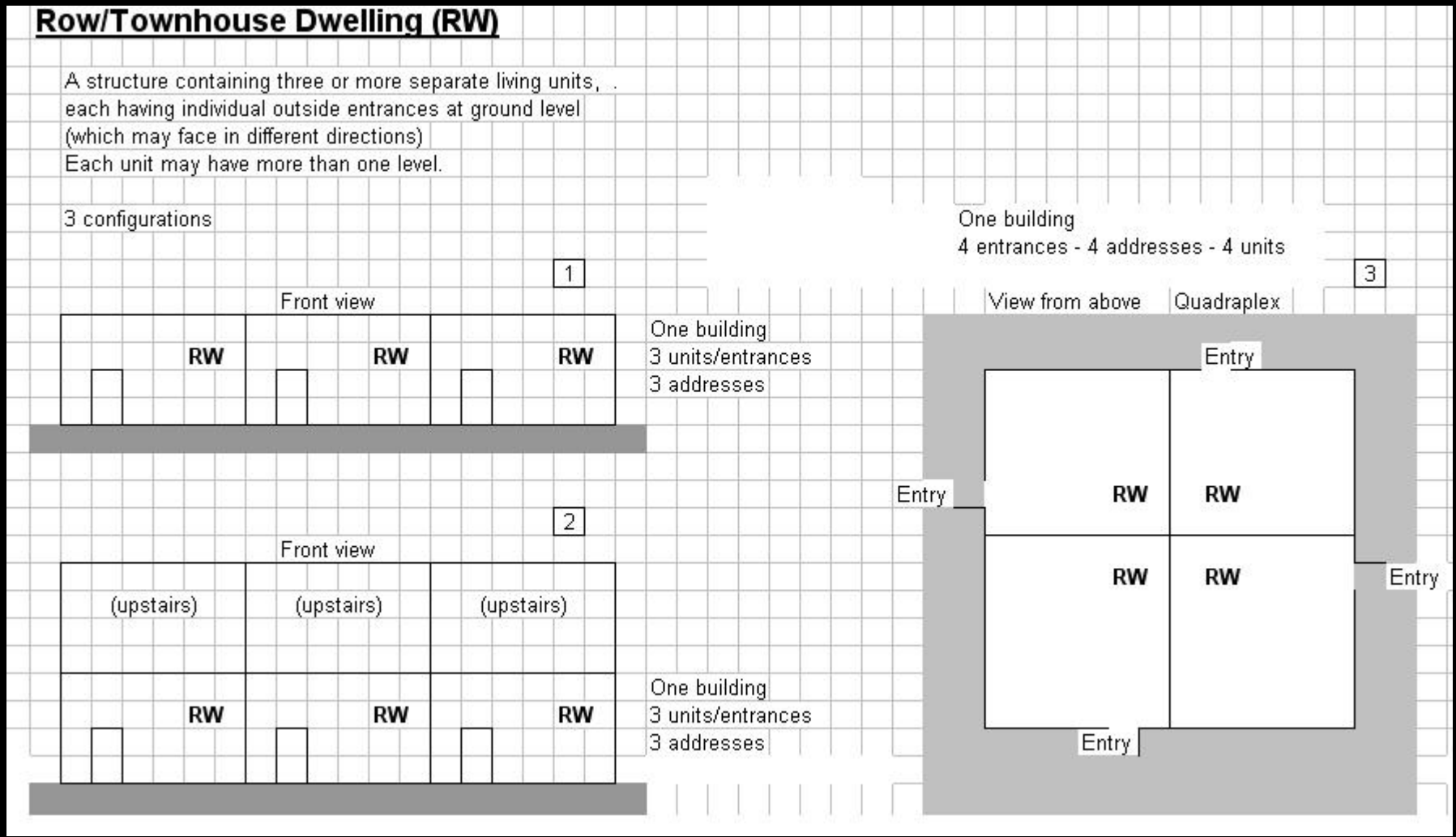


Example B (SD –Semi-Detached/Duplex/2-Flat)

# of bldgs	# entrances	Units/entrance	Use door no in unit table?	Example of an address
1	2	1	N	202 Fir St, 204 Fir St.

A semi-detached structure will have one building with two entrances in the building table and one unit in the unit table for each entrance. Leave door number blank in the unit table (it will be ignored in the addresses.)

Example C - Row/Townhouse Dwelling

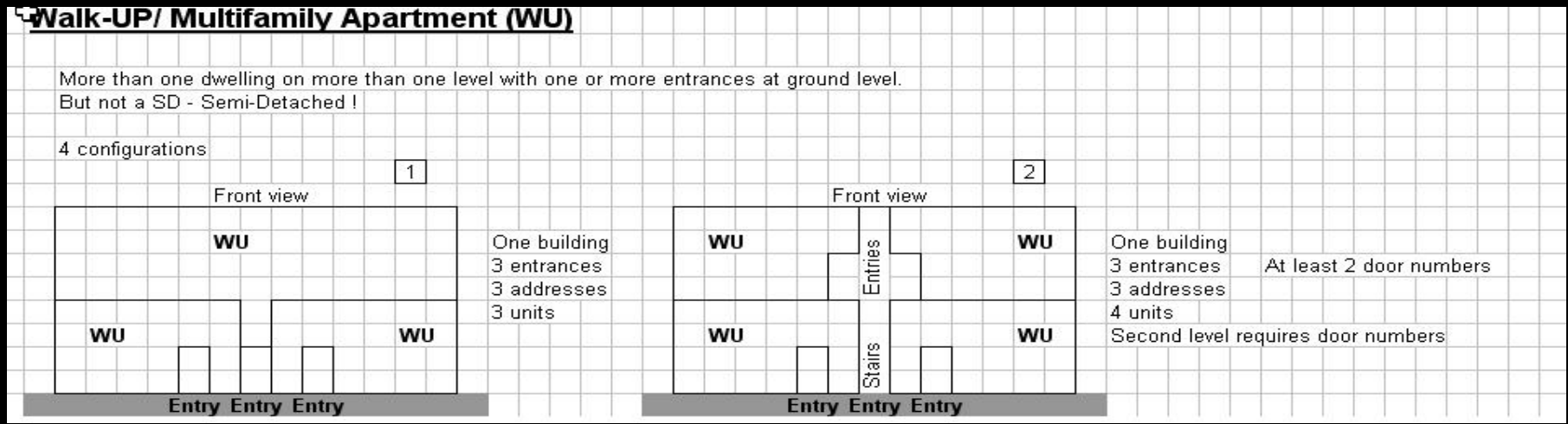


Example C (RW—Row or Townhouse)

# of bldgs	# entrances	Units/entrance	Use door no in unit table?	Example of an address
1	More than 2	1	N	202, 204 206 Fir St.

A row or townhouse structure will have one building with more than two entrances in the building table and one unit in the unit table for each entrance. Leave the door number blank in the unit table (it will be ignored in addresses).

Example D - Walk Up/Multifamily Apartment

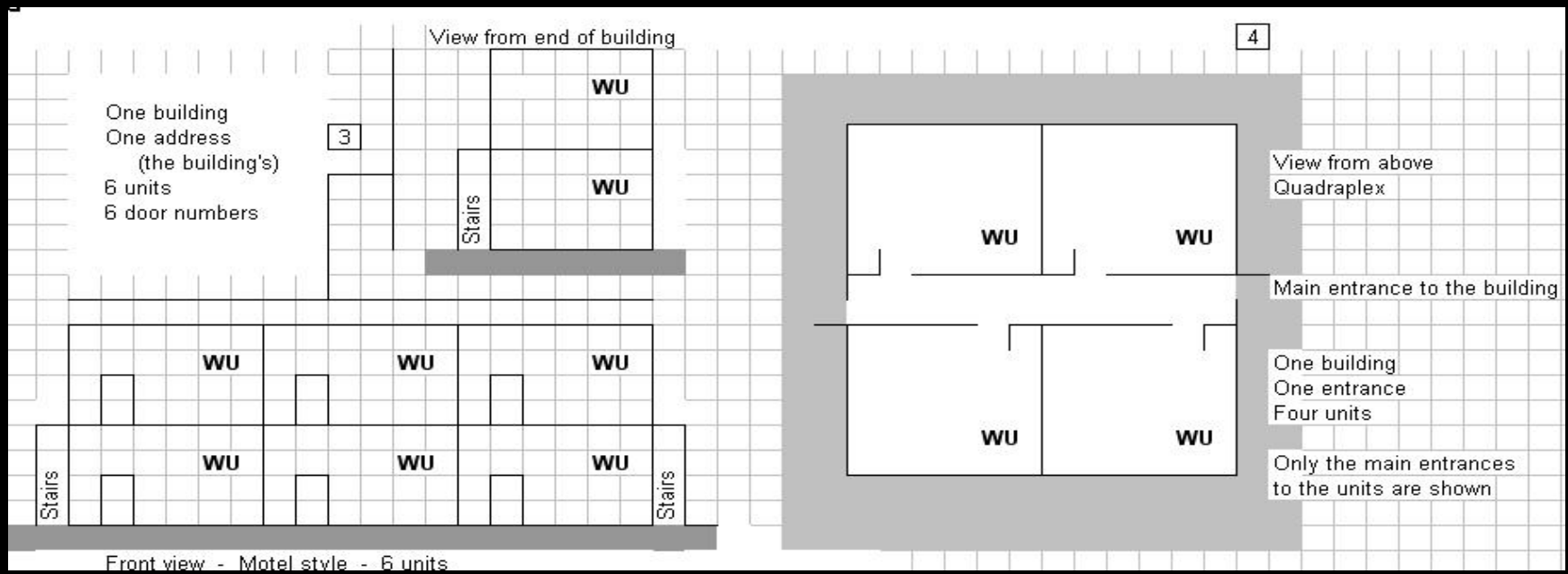


Example D (WU – Multifamily or Walkup: no elevator)

# of bldgs	# entrances	Units/entrance	Use door no in unit table?	Example of an address
1	1	More than 1	Y	202 Fir St 3B

A Multifamily or walkup structure will have one building with one outside entrance and more than one unit per entrance in the building table. It will have the same number of units listed in the unit table for that entrance. Fill in “door number” in the unit table with the apartment number, it will be added to the end of the physical street address in the building table.

Walk Up/Multifamily (cont)

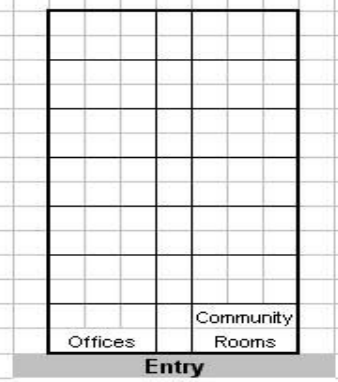


Example E - Multifamily Elevator Structure

Elevator Structure (ES)

Any high-rise structure for which an elevator is required under the Minimum Property Standards or local building codes.

One configuration



One building
One entrance (the main entrance)
One address
7 floors
12 units
more than 12 door numbers

Example E (ES – Multifamily Elevator Structure)

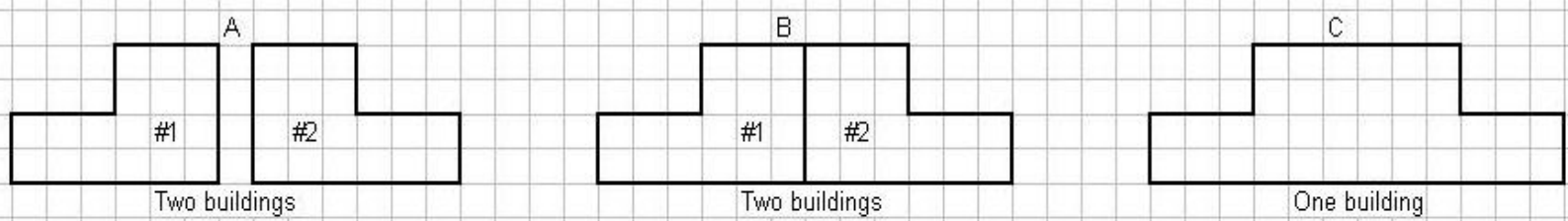
# of bldgs	# entrances	Units/entrance	Use door no in unit table?	Example of an address
1	1	More than 1	Y	202 Fir St 3B

An elevator structure (a multifamily or walkup structure with an elevator) will have one building with one outside entrance and more than one unit per entrance in the building table. It will have the same number of units listed in the unit table for that entrance. Fill in the "door number" in the unit table with the apartment number, it will be added to the end of the physical street address in the building table.

Buildings And Entrances

Buildings and Entrances

Viewing from above



If two structures are the mirror image of each other and are placed against each other as is presumed in the case of "B", they are two different buildings having different entrances.

In the case of "B", if #1 was built first and #2 is an addition the PHA probably treats #1 and #2 as two separate buildings and they should be so designated in PIC.

If two structures share a common wall or common (unbroken) roof, they are one building (as in "C") and may have more than one main entrance, each serving a different set of units.

Example F (SD—Semi-Detached with "apartment" numbers)

# of bldgs	# entrances	Units/entrance	Use door no in unit table?	Example of an address
1	2	1	N	202 Fir St #B

A semi-detached structure will have one building with two entrances in the building table and one unit in the unit table for each entrance. Leave door number blank in the unit table (it will be ignored in addresses).

Example G (RW—Row or Townhouse with "apartment" numbers)

# of bldgs	# entrances	Units/entrance	Use door no in unit table?	Example of an address
1	More than 2	1	N	202 Fir St #102

A row or townhouse structure will have one building with more than two entrances in the building table and one unit in the unit table for each entrance. Leave door number blank in the unit table (it will be ignored in addresses).

Non-Dwelling Units

- You must in include Non-Dwelling units so they can be inspected under PASS
- To convert a unit to a non dwelling unit:
  - Select the unit in the “unit” tab
  - Change unit type to “Non-dwelling”
  - Follow prompts and click “save”

Building And Unit Tabs That You Can Edit

- How to Edit the Building Address Line
  - Select the building in the “Building” tab
  - Edit Building details as needed
  - Click “Save”

How To Remove The Door Numbers

- Door numbers **are not** used with:
  - Single family (SF)
  - Semi-detached (SD)
  - Row/Townhouse (RW)
- Door numbers **are** used with addresses for:
  - Elevator Structures (ES)
  - Walkup/Multifamily (WU)
- To remove door numbers:
  - Select the unit in the “Unit” tab
  - Delete the value in “Door Number”
  - Click “Save”

Building And Units

- PIC B and U data uses five key fields as identifiers that cannot be edited, they are:
- Participant Code
- Development Number
- Building Number
- Building Number Entrance
- Unit Number

Building And Units (cont)

- PHAs frequently request that key fields be changed
  - To reset the B&U data to “draft” or delete it requires that we also delete all data which has a dependency to that B&U data
  - This currently involves public housing tenant data and Demo-Dispo applications but could involve other data in the future

Examples:

- Approved PIC B&U data does not match B&U data in PHA's systems. PHA says it cannot change the numbers in its system
- The units are configured incorrectly such that a row house structure is listed with only one building entrance when it actually has several entrances, each with their own street address
- The PHA incorrectly entered a single 20-unit building with two entrances when it should have entered it as 2 separate 10-unit buildings with separate entrances. (The buildings were built several years apart but share a common wall, etc.)

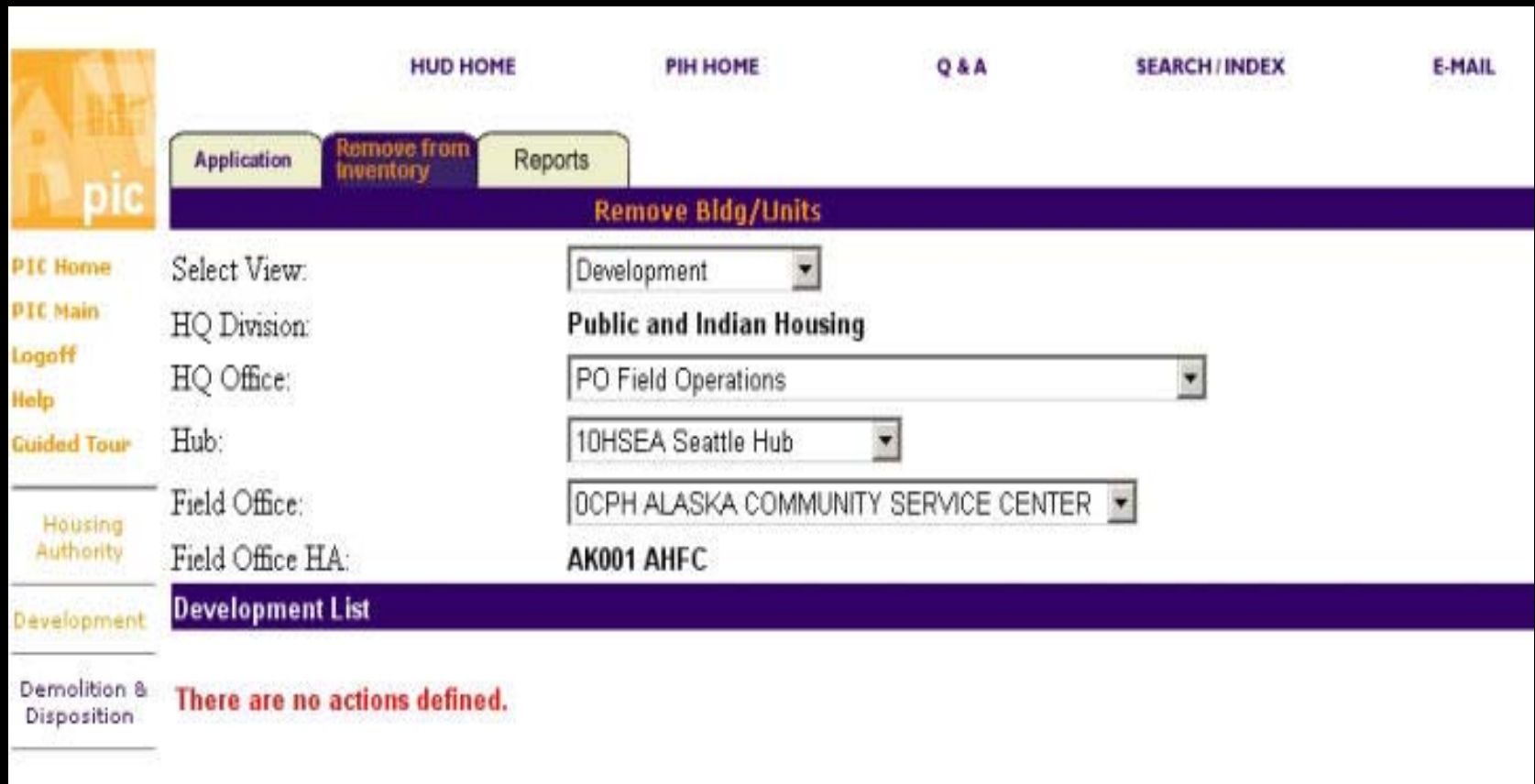
Examples (cont)

- The PHA entered and the FO approved 90 units located in ten buildings. However, it should have been 90 units in nine buildings. The units need to be moved and the extra building deleted
- The PHA uploaded part or all of its inventory with new key values but the old data is still there, causing a double count of those units
- PHA gets a new software vendor who insists that all of the buildings and units must be renumbered in a different way to be compatible with their software

Examples (cont)

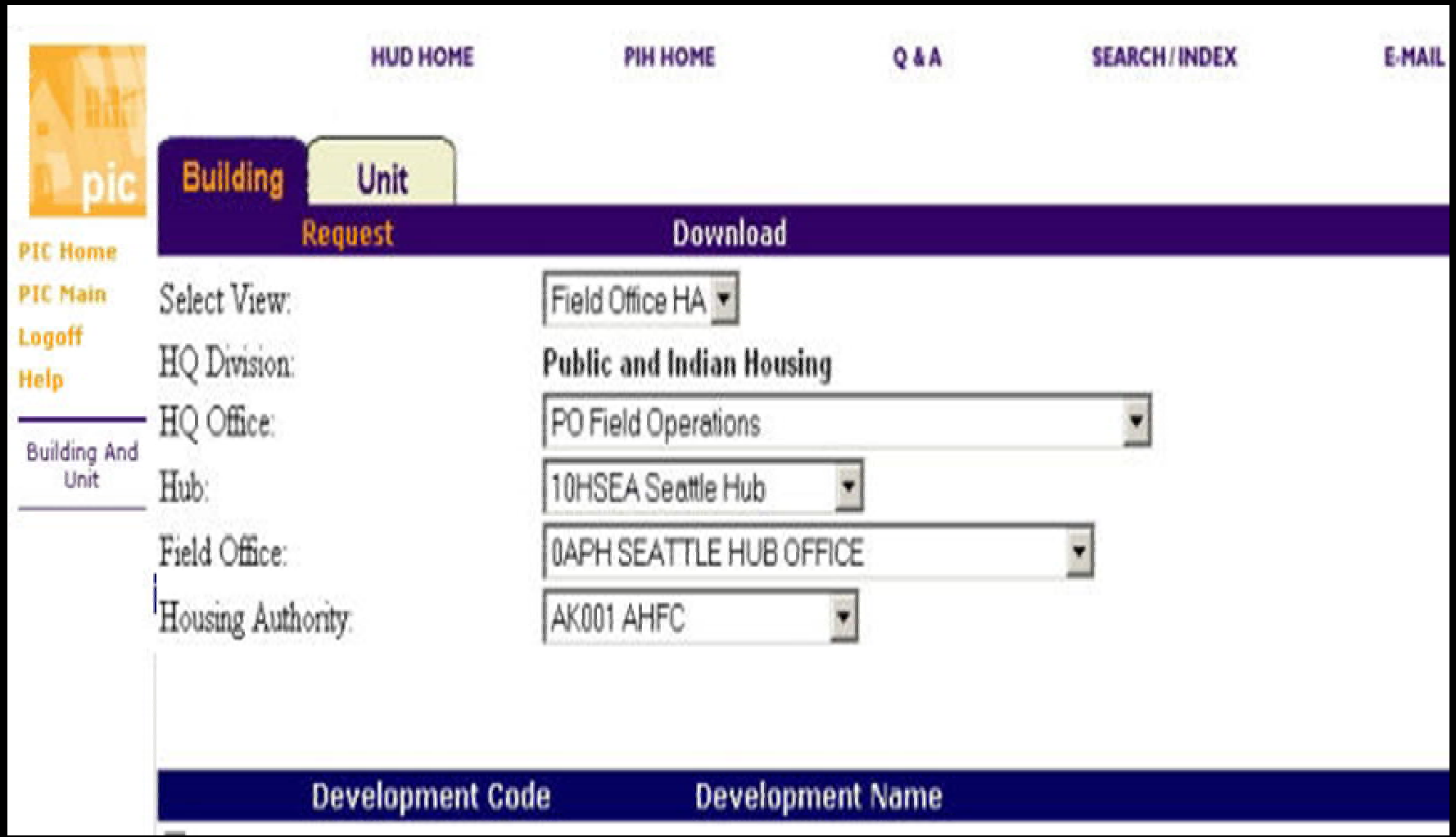
- PHA permanently modifies four 1-bedroom units (#1-4) into two 3-bedroom units (#1, 3). PHA wants to renumber the four units so no numbers are skipped in the surviving units (1and 2 vs 1 and 3)
- If a Field Office user erroneously creates a new PHA, there is no way to remove it
- If a Field Office user erroneously creates a new development, there is no way to remove it

Removing Units From The Building And Unit Inventory



How To Download Buildings And Units

- PIC Downloads submodule allows a PHA to download either the building or unit data for one or more of its developments into a .txt file that can then be inserted into a spreadsheet for review and analysis
- Once you have requested a download of either the Building and/or Unit data, you will be issued a “ticket” for the download
- PIC creates the download within 15 minutes or less
- To download the file when it is ready, click on the ticket number and choose your final destination for the download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HQ Division:
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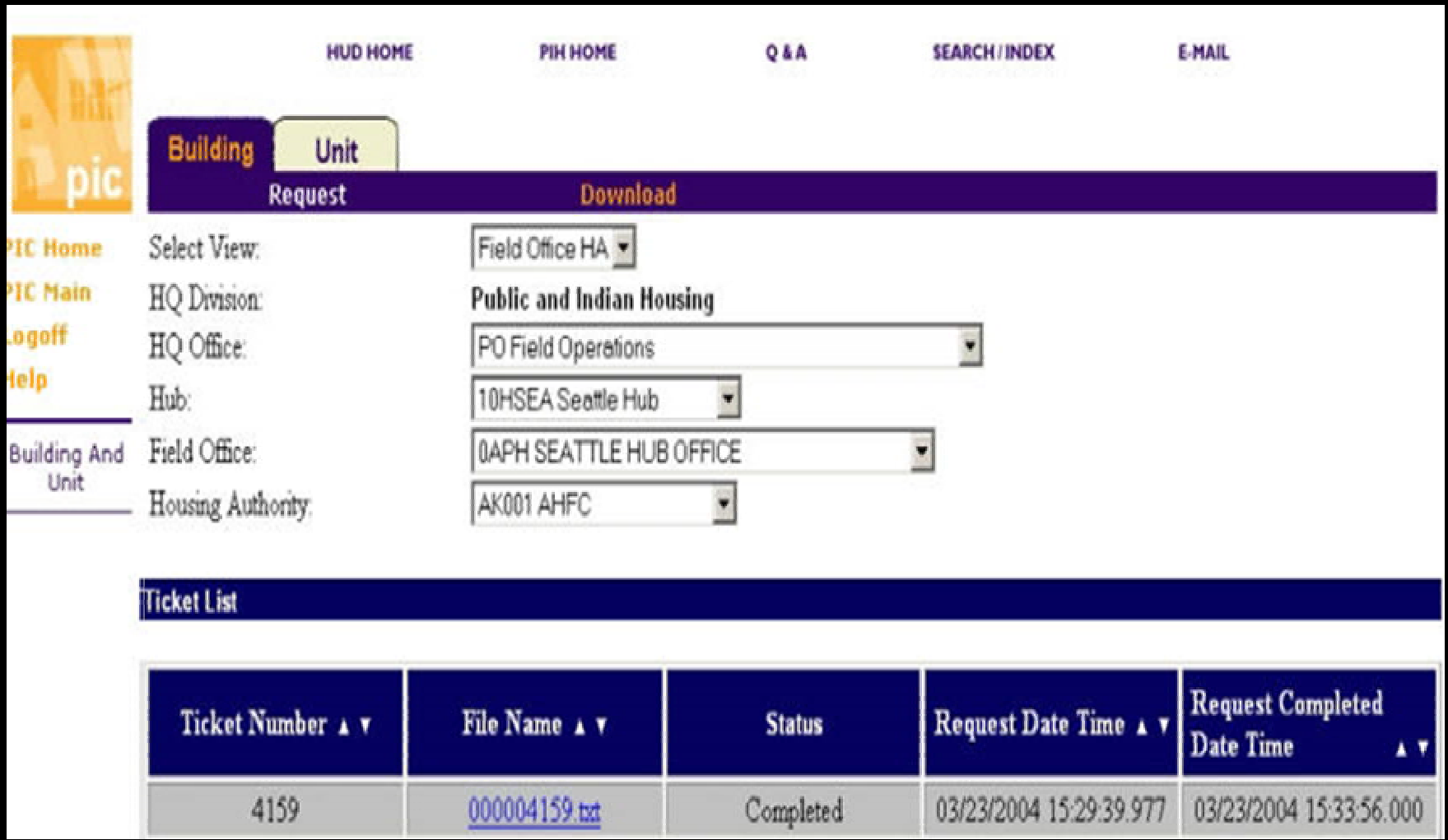
Development Code
Development Name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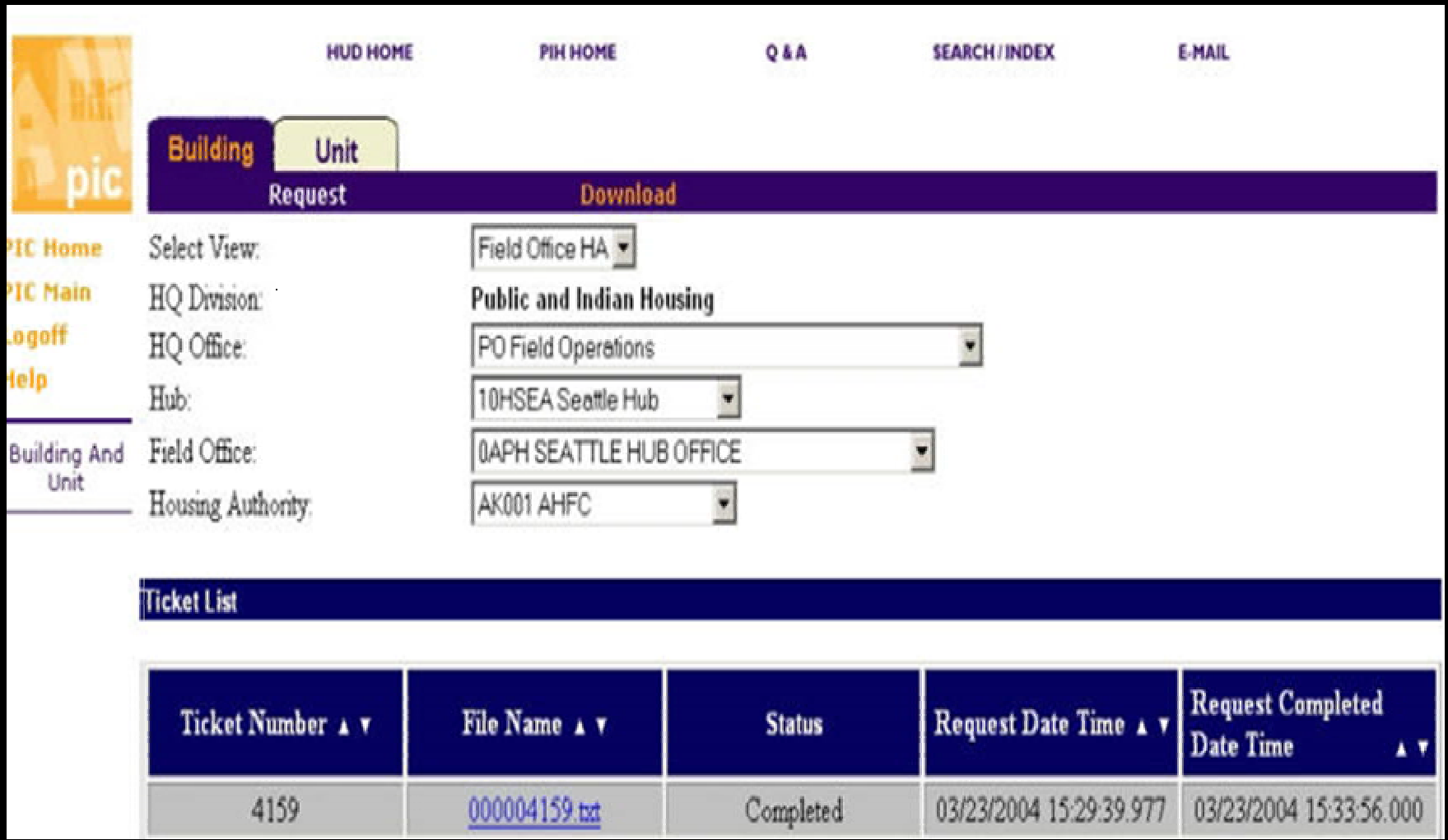
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HQ Office:
PO Field Operations
Hub:
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Field Office:
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Housing Authority:
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File Name
Status
Request Date Time
Request Completed Date Time
4159
000004159.txt
Completed
03/23/2004 15:29:39.977
03/23/2004 15:33:56.000

Data Importing

- To bring the data into a spreadsheet:
  1. Choose FILE → OPEN
  2. Locate the file that you downloaded
  3. Change the “Files of Type” dropdown to “.txt”
  4. Click on the name “0000004160.txt” to select it
  5. Click “Open” to bring it into your spreadsheet
- See PIC Newsbrief MAY 2003, for additional details